

## FREQUENTLY ASKED QUESTIONS (FAQ)

**Q1** I have access to **EBSCO Master File and Primary Search**. Can I count these resources for periodicals?

Yes, you may count an electronic source of periodicals as 70% of the required number of periodicals. If you are required to have 30 periodicals and students have access to electronic sources, you may count the electronic as 21 and have 9 in print. There are worksheets in Appendix B of the Standards to assist you. To be able to count electronic periodicals, there must be computer workstations in the LMC equal to or exceeding 1/3 of the average sized class in the building. Example: Average class 24 students -- 1/3 of 24 equals 8. There must be at least 8 computer workstations which can access the electronic periodicals in the LMC to count electronic periodicals.

**Q2** Do I have to limit myself to only 30% **print** periodicals if I need more to serve my students?

No, you may have as many as you wish.

**Q3** How do I count **print encyclopedias**?

One per volume. Each print volume of an encyclopedia set may be counted as one (if the set has 22 volumes, the count is 22). You may count only those encyclopedias that are not older than five (5) years.

**Q4** How do I count an **encyclopedia** available on **CD-ROM** if it can only be used on one workstation (not-networked)?

You may count the stand-alone CD-ROM as one (1) because only one concurrent student may use it. The five (5) year rule applies to encyclopedias on CD-ROM.

**Q5** How do I count an **encyclopedia** on CD-ROM if it is available on the **network**?

You may count a networked CD-ROM as one (1) per workstation up to a total of 20. If you have six (6) workstations networked, count as six (6); 18 workstations count as 18; 24 workstations count as 20.

**Q6** How do I count an **encyclopedia** on the **Internet** if it is **free**?

You may not count encyclopedias (or any other material) available on the Internet if it is free.

**Q7** How do I count an **encyclopedia** on the **Internet** if I pay a **subscription fee**?

You may count the purchased Internet encyclopedia as one (1) per workstation up to a total of 20. If you have 6 workstations that can access the Internet, the count would be 6; 18 workstations count as 18; 24 workstations count would be 20.

**Q8** Why is the **limit** on networked resources 20?

It is possible to have so many workstations throughout the building that with less than five (5) resources available on the network you could fulfill the quantity levels if you counted each networked workstation. Students need access to a variety of resources, not just electronic, so the number limit was set at 20.

**Q9** When did the time-sensitive Dewey Decimal areas change?

2005

**Q10** Why did the time-sensitive Dewey Decimal areas change?

After nine years, many earlier discussions were taken into consideration and after an electronic conversation with the entire librarian database, changes were made. There are grade groupings rather than the same areas for all grades. There are some areas in all grade groupings.

**Q11** Some of the **time-sensitive Dewey Decimal** areas are not covered in the curriculum so the resources would not be used. I hate to waste money on something I know will just sit on the shelf. Do I have to invest in these resources just to have a number on paper?

No. Please do not buy something just to satisfy a number field on the report. Prioritize the needs of the collection and buy accordingly. Please check each time-sensitive section at least annually as curriculum does change

**Q12** Are the **Standards** available on the **web**?

Yes. The address is <http://dese.mo.gov/divimprvoe/curriculum/lmcindex.htm>

**Q13** The **budget recommendation** is causing a problem for my superintendent. She says it is not possible for the district to spend over 70 dollars per student for print and non-print resources. What should I say?

Several districts (both small and large) are spending the recommended per student amount or more. Don't let the dollar figure scare you. The main thing is to create the building collection plan and make continuous progress in the collection. Make a budget proposal each February for the superintendent. It should list the categories of materials with a price attached.

Remember, inflation is at least 3% each year. Please refer to the letter to superintendents and library media specialists sent to districts December 2002. You may find a copy at in the Standards section <http://dese.mo.gov/divimprove/curriculum/lmcindex.htm>. To view a list of schools and their reported per pupil expenditures starting with the year 2000, visit <http://dese.mo.gov/divimprove/curriculum/coredata/2003.pdf> If you believe the information from your building to be incorrect, speak to the core data person in your district to correct it and let me know via email or fax I will correct it.

**Q14** A handbook is mentioned in several places in the Standards. Where can I find it?

It is available of the web. The address is <http://dese.mo.gov/divimprvoe/curriculum/lmcindex.htm>

**Q15** My LMC serves **grades K-8**. What table should I use to determine quantities?

Please use the table for PreK – Grade 6.

**Q16** My LMC serves **grades 7-12**. What table should I use to determine quantities?

Please use the table for high school

**Q17** My LMC serves **grades K-3**. What table should I use to determine quantities?

Please use the table for PreK-Grade 3 (new in 2005)

**Q18** The sample grade spans listed in question 16-18 still don't address my situation. What table should I use to determine quantities?

Use the table that best matches your population. Do NOT combine tables, use only one table. If you are not able to decide, contact me.

**Q19** What do I need to do after I complete the report?

- Give the **Core Data** person in your district (typically the superintendent's secretary) the information so it can be reported to the State via the Internet.
- Be sure to complete the **quality** portion of the report also. This information is not reported to the state but may be the most important information for internal planning.
- **Prioritize** the needs of the collection based on student, staff, and curriculum needs. Determine the area that must receive attention first.
- **Create a plan** to address the deficit areas. This plan should identify how many volumes / items you need to gain between the time the plan was made and the next MSIP review. Once you make the plan, you do not need to create a new plan unless revisions are needed due to a change in need. Review it yearly and document the improvement to support your MSIP review.
- The needs of the collection need to be included in the district **CSIP** (Comprehensive School Improvement Plan) long-range plan. MSIP and Federal Programs require this plan. The CSIP plan will be checked during the MSIP review to determine if library plans are included. The plan has a focus on student achievement / student improvement. Improved resources support achievement. If teachers and students have better resources to support curriculum, students should achieve more

**Q20** My school subscribes to **United Streaming** through Cooperating School Districts (CSD). How do I count this in visual materials?

You may count one (1) per title. Ideally, determine the number of titles for your grade span and count only those titles in your building report. You will also need to determine the cost for your building. **PREFERRED METHOD:** Your district may report the total number of titles through building 1000 and include the dollar amount spent for the product in Building 1000 too.

**Q21** Why do I have to weed all books older than 12 years old?

You **DO NOT** have to. In fact, you **should not** weed based solely on the age of a resource. The time-sensitive areas (selected areas of the Dewey Decimal system) are the areas you should review on an annual basis for the 12 year time frame. Again, **this is not an automatic weed**, but areas to keep in mind for currency and accuracy. If the resource is up-to-date, used in the curriculum, accurate, etc., you should keep it. It will not be "countable" but that should not be the deciding factor.

**Q22** May I count electronic and/or audio books?

If the students have access (have a catalog record and are "circulated" through the LMC), you may count all electronic titles. If they are fiction, count as fiction. If they are non-fiction, check for the Dewey sensitive areas and count as non-fiction. If they are reference, same as non-fiction

**Q23** Sometimes the rule is 12 year old copyright dates and sometimes the rule is 20 year old copyright dates. Why are there different dates used?

The 12 year rule is used for the evaluation of the time-sensitive Dewey Decimal areas. It is used by you as an evaluation tool. The 20 year rule is for the MSIP sample of print resources during the MSIP review year. The sample is taken from general use non-fiction areas. The sample will not be taken from time-sensitive areas. Since the sample is in general use area, 20 years is a more reasonable time-frame. The sample will be taken and if 51% of the print resources in the sample are over 20 years old, a concern will be written about the collection. If 51% of the print resources in the sample are less the 20 years old, there will be no concern.

**Q24** Am I supposed to weed everything that is over 20 years old because of the MSIP sample?

No. Some general use items are fine no matter the age. Think about 20 years from a student's perspective. A senior in high school was born 17 or 18 years ago and thinks 30 year old people are ancient. If the majority of the materials in your collection are over 20 years old, the students may think they are not valuable to them as research resources. The main thing to remember is balance. Some newer things and some older things so you cover the subject

**Q25** How do I count Grolier Multimedia? It contains electronic access to Grolier Encyclopedia, Americana Encyclopedia, and New Book of Knowledge?

You may count purchased Internet encyclopedia(s) as one (1) per workstation up to a total of 20. If you have 6 workstations that can access the Internet, the count would be 6; 18 workstations count as 18; 24 workstations count would be 20. Grolier Encyclopedia counts as 20, American Encyclopedia counts as 20, and New Book of Knowledge counts as 20 (assuming there are 20 workstations available throughout the building).